

Lansing, Michigan

February 4, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 4, 2003, at 11:00 a.m.

Present: Kelly G. Keenan, Chief Legal Counsel, representing Jennifer M. Granholm, Governor, Chairperson  
Lynda Rossi, Chief of Staff, representing John Cherry, Lt. Governor  
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General  
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer  
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State  
Elaine Madigan, Assistant Superintendent for Educational Support, representing Thomas D. Watkins, Superintendent of Public Instruction  
Ed Timpf, Administrator, Financial Operations, representing Gloria Jeff, Director, Department of Transportation  
Sherry Bond, Secretary

Others Present:

Keith Creagh, Jon Henker, Department of Agriculture; Alisande Henry, Lt. Governor's Office; Jim Konrad, Janet Rouse, Department of Management and Budget; Katharine Hulley, Randy Knapp, Pam Lavender, Jill Mullins, Wayne Roe, Jr., Darby Schlagheck, Department of Transportation; Ron Khoury, Kheder and Associates; Tim Flint, Michigan State University

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Leffler moved the minutes of the State Administrative Board for the meeting of January 21, 2003 be approved as distributed. Ms. Rossi supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedules:

Department of Community Health, Center for Substance Abuse Service Division,  
11/20/02

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedule. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:  
(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Report covering the regular meeting held January 28, 2003. After presentation and review of the forgoing Committee Report, Ms. MacDowell moved that the regular Finance and Claims Committee Report of January 28, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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The regular Building Committee meeting scheduled for January 29, 2003, was cancelled due to no items being submitted for the agenda.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of January 29, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held January 29, 2003 be approved and adopted noting the withdrawal at the regular meeting of Item # 111 and noting all of the contingencies were cleared. Supported by Ms. Leffler, the motion was unanimously adopted.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

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SECRETARY

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CHAIRPERSON